



RECRUITMENT ANNOUNCEMENT

Library Page
Troy Public Library

Date:
January 26, 2016

Starting at \$8.50/hour

Closing Date:
Open Until Filled

We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best.

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community.

HOURS

Part-time year-round position. Must be able to accommodate the following schedule:

Tuesday 11:00am - 4:00pm, Thursday 9:45am - 2:45pm and Saturday 12:15pm - 5:15pm

DUTIES

Performs a wide variety of library tasks. Sorts, shelves and retrieves books, magazines, DVDs and other library materials. Checks shelves for accuracy and re-shelves misplaced items. Loads, unloads, and uses push carts and large bins to transport materials and equipment throughout the library. Helps library patrons with photocopier. Uses computer for email, data entry, and check-in/withdrawal of library materials. Maintains order and neatness in assigned service area. Performs other related duties as required. May work in Adult Information Services, Youth Services, and/or Circulation departments.

REQUIREMENTS

- Must be at least 16 years of age.
- Requires accurate work, attention to detail, and the ability to interact with the public. Must be able to arrange library materials alphabetically and numerically, according to specific criteria.
- Must be able to perform frequent lifting and carrying of library materials, pushing and pulling book carts. Frequently position self to shelve books on bottom shelf and up to top shelf of library shelving areas (stacks) which will require use of portable library stools.
- Be able to transport Library materials from return bins to carts (lift up to 25 pounds and push up to 40 pounds).
- Must be able to work days, evenings and weekends. Scheduled availability will be strongly considered.
- Must be familiar with Microsoft Office Suite and be able to use email and perform basic computer tasks.
- Prefer recent customer service experience.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical including drug screen.

EVALUATION PROCESS will consist of a written exam and interview. Only candidates who successfully pass the written exam will be considered for an interview.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084, or you may call (248)524-3341.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.